

**CITY OF MANISTEE PLANNING COMMISSION**

70 Maple Street  
Manistee, MI 49660

**MEETING MINUTES**

February 6, 2020

A meeting of the Manistee City Planning Commission was held on Thursday, February 6, 2020 at 7 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:00 pm by Chair Wittlieff followed by the Pledge of Allegiance.

**ROLL CALL**

Members Present: Bob Slawinski, Michael Szymanski, Pamela Weiner, Roger Yoder and Mark Wittlieff

Members Absent: Marlene McBride

Others: Kyle Storey (City Zoning Administrator) and Nancy Baker (Recording Secretary)

**APPROVAL OF AGENDA**

Mr. Storey amended the agenda under Staff Reports, to move items "Short-Term Rental Ordinance Review/Recommendations" and "Sign Ordinance Update Review" under Old Business.

Motion by Commissioner Szymanski, second by Commissioner Slawinski to approve the February 6, 2020 Agenda as amended.

With a Roll Call vote this motion passed 5 to 0.

Yes: Slawinski, Szymanski, Weiner, Yoder and Wittlieff

No: None

**APPROVAL OF MINUTES**

There were no corrections or additions to the minutes.

Motion by Commissioner Yoder, seconded by Commissioner Szymanski to approve the January 9, 2020 Planning Commission Meeting minutes as presented.

With a Roll Call vote this motion passed 5 to 0.

Yes: Slawinski, Szymanski, Weiner, Yoder and Wittlieff

No: None

## **PUBLIC HEARING**

None

## **PUBLIC COMMENT ON AGENDA RELATED ITEMS**

None

## **NEW BUSINESS**

### Economic Development Presentation

Marc Miller, Economic Development Director Manistee County Chamber of Commerce, stated he along with the Chamber staff will be working on development for the Manistee area. The Chamber receives support from different entities such as local businesses, the City, the County, DDA and the Chamber Board which is comprised of members from local entities. They compiled 6 basic priority areas.

1. Economic development to track growth
2. Talent and work force development
3. Outdoor recreation and tourism
4. Housing
5. Assisting growing entrepreneurs with the necessary skill sets and training
6. Community and business leaders to build a collaborative environment communications and technical communications

Mr. Miller stated as the director he will be the primary point of contact for any new development and new or existing businesses in the county. He will help streamline anyone coming into the area by having them reach out to the Chamber. The Chamber will then reach out to the areas that can assist them through the process to completion.

He listed 5 major ongoing projects:

1. Retention visits: assist a business to allow for expansion, work force training, to meet their goals, to obtain assistance for them from the state or other partners
2. Gateway projects: working with the DDA, City Council, the Tribe etc. to bring developers to the area to help transform River Street
3. West Shore Community College: a transformational project creating educational and economic development assets
4. Manufacturing: generate new ones to the area thereby generating jobs  
Manistee is a historical manufacturing area.
5. Recreational Trail: work is being done on mapping trails throughout Manistee County with connections to the bordering larger trail systems, trail segments within the county being completed and then these segments being connected. Trails are known to boost additional tourism and promote the area.

Mr. Miller spoke on other county projects. Mapping work involving a trail around Manistee Lake. Rail relocation around the lake to the manufacturing companies is being discussed. The present rail yard could then be redeveloped into green space opportunities. Many community groups are working on implementing economic development plans.

## OLD BUSINESS

### Short-Term Rental Ordinance Review/Recommendations

Mr. Storey stated housing issues are a concern for the city. A lack of available long-term housing is a burden. Short-term rental policies are helpful in bringing long-term housing solutions to the community.

Short-Term Rental Ordinance draft review/recommendations by the Planning Commission:

- Section 1 – Purpose; no changes
- Section 2 – Definitions
  - remove “and 50 additional square feet for each additional person”
- Section 3 – Short Term Rental Owner Requirements
  - Stagger permit validly to be initially permitted by different zoning areas within the city
  - Community covenants will be investigated and included, along with which supersedes - the covenant or the ordinance
  - B. Application. 4. Total square footage of rental area to be listed. 11. Research the possible limiting of the number of permits an individual can hold.
- Section 4 – Short Term Rental Regulations Pertaining to Occupants
  - C. Special Events. Investigate the number of people to be allowed for events on the property. Include “events to be within the quiet hours of ....”
  - D. Capacity Limit. Fire code will be followed with the determination if children are included on the capacity count
  - I. Allowing pets shall be at the homeowners’ discretion. Securing pets still stands
  - J. The Fire Department will be contacted regarding the City rules/regulations
  - L. Notice to Occupants. This is to include emergency services contact information
- Section 5 – Signs
  - Regulations to be more defined: must be of a certain size, printing and other formatting must be uniform, color choices, not to be in road right-of-way
- Section 6 – Violations and Revocation of Certificate
  - A.1. replace “timely matter” with “30 days”
  - Include a statement that is similar to the existing rental property city inspections regulations. **This is to be placed under Section 3, Certificate Required**
- Section 7 – Enforcement Official. The wording will be reviewed and decided by law enforcement and the attorney
- Section 8- Enforcement Procedure. Section 9 - Circuit Court Civil Action. Section 10 – Validity and Section 11- Effective Date will be reviewed by the attorney and law enforcement.

The entire ordinance will be reviewed by the attorney once the PC has completed its review. The capacity of the building inspector will be investigated.

### Sign Ordinance Update Review

Mr. Storey stated the Planning Commission was supplied with a copy of the current sign ordinance and a sample of a similar community sign ordinance. There were notable differences between them. Comments:

- ❖ Visual sign samples were included in the sample ordinance which graphically explained the sign regulations
- ❖ Visual sign samples clarified permitted vs. non-permitted signs
- ❖ The sample ordinance significantly covers nonconforming and historical signs

The PC requested the visual signs be combined if they are referenced in several places with 1 graphic defining multiple definitions, include a clause that covers historical sign provisions, include more available sign boxes in the "Types of Sign" on the application and have a temporary/banner/billboard sign reference part.

### **PUBLIC COMMENTS AND COMMUNICATIONS**

Tom Amor, Amor Signs, Manistee resident, presented a copy of a drafted model ordinance to Mr. Storey that was compiled by a group signage research committee. A PFD is available to view online.

Dave Holmer, High Street, has not reviewed the sign ordinance but requested when compiling the revised sign ordinance that the graphics be carefully reviewed that freedom of speech be considered and remove anything political, etc.

Mayor Zielinski thanked everyone for their hard work. He stated the rental subject is important and it deserves the time spent on it to create a well-covered ordinance.

### **CORRESPONDENCE**

None

### **STAFF REPORTS**

Mr. Storey stated the Manistee Lake trail has non-motorized paths with different sidewalk extensions on a work map. The goal is to share this map at the March meeting.

### **MEMBERS DISCUSSION**

Commissioner Yoder requested confirmation regarding the Special Meeting. This meeting is set for February 20, 2020, at 7 pm. Commission Yoder inquired if the rail relocation and the Manistee Lake trail are of the same plan. Mr. Storey stated they are 2 different plans.

Chair Wittlieff stated Ms. Thomas has resigned from the Planning Commission. He extended his gratitude for her work on the Planning Commission.

**ADJOURNMENT**

Motion by Commissioner Yoder, seconded by Commissioner Szymanski, to adjourn the meeting.

MOTION PASSED UNANIMOUSLY. Meeting adjourned at 8:33 pm.

The next regular meeting of the Planning Commission will be held on March 5, 2020.

MANISTEE PLANNING COMMISSION

A handwritten signature in cursive script that reads "Nancy Baker". The signature is written in black ink and is positioned above a horizontal line.

Nancy Baker, Recording Secretary